

June 28, 2023



Maria Elena Ramon
Assistant General Counsel
Office of Court Administration
205 W. 14th St. Ste 600; Tom C. Clark State Office Building
Austin, TX 78701

Dear Maria Elena Ramon,

Amendment 1 of the 8th recertification of your agency's records retention schedule is approved for use as of **6/21/2023** and may be accessed on our website at <https://www.tsl.texas.gov/slrn/state/schedules>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

Lorenzo de Zavala
State Archives and
Library Building

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state rules (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

1201 Brazos Street
Austin, Texas
78701

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

P.O. Box 12927
Austin, Texas
78711-2927

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency:

www.tsl.texas.gov

Rebecca Hanna
512-463-5494
rhanna@tsl.texas.gov

Commission Chair
Martha Wong

Sincerely,

Members
David C. Garza
F. Lynwood Givens
David Iglesias
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

A handwritten signature in blue ink, appearing to read "CK", representing Craig Kelso.

Craig Kelso
Director and State Records Administrator

Director and Librarian
Gloria Meraz

cc: Agency head

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 212
Agency Name Office of Court Administration

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature Megan LaVoie
Name (Print or type) Megan LaVoie
Date 11/21/2022

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature Gloria Merez
Name (Print or type) Gloria Merez
Date 6-21-2023

Cert/Recert No. 8 Amendment No. 1

CAUTION

A state record with an expired retention period may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record with a retention period that expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

Amendment Note: If this schedule is amended at any point after certification, updated records series will be indicated by an asterisk (*) preceding the Agency Item Number (AIN).

State and Local Records Management Division
Texas State Library and Archives Commission
(Rev. 7/20)





STATE OF TEXAS Records Retention Schedule

SLR 105
Rev. 2021-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
OCA-100	1.1	Parental Notification Proceedings Cost and Fees Payment Orders		FE	3						
OCA-101	1.1	Docket Sheets (Child Support Specialty Courts)		FE	4					Docket sheets must be maintained as required by the Cooperative Agreement between the Office of Court Administration and the Office of the Attorney General.	
OCA-102	1.1	Docket Sheets (Child Protection Specialty Courts)		AV						Official docket sheets are maintained by district clerk pursuant to Local Schedule DC: Records of District Clerk.	
OCA-103	1.1	Audio recording of court proceedings		AC	3			AC = date on which recording was made			Tex. Gov't Code Sec. 52.046(c); Walker v. Stefanic, 898 SW2d 347 (San Antonio, 1995)
OCA-200	1.1.002	Audits	Audits and reviews performed by an agency on external entities, on the agency by other entities, or on the agency by internal auditors, including reports received by state auditor's office.	AC	7			AC= Publication or release of final audit findings.		The State Auditor's Office retains any copies of its audits performed on Texas state agencies.	



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OCA-300	1.1.004	Legislative Appropriation Requests	Including any supporting documentation created and/or used to justify and support legislative appropriations requests by an agency.	AC	6			AC=September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Legislative Appropriation Requests must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(3)(A). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
OCA-400	1.1.006	Complaint Records	Complaints received from the public, including test candidates and licensees, concerning the agency and records pertaining to the resolution of the complaint.	AC	2			AC=Final disposition of the complaint.		CAUTION: If a complaint becomes the subject of litigation, it must be included in and is subject to the minimum retention period of record series item number 1.1.048	



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OCA-500	1.1.007	Correspondence - Administrative	Administrative Incoming/outgoing and internal correspondence, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies, and procedures that govern them.		4				R	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series in OCA's approved schedule. For example, a memorandum that documents an appropriation request must be retained for the minimum retention period prescribed by record series item number 1.1.004.	
OCA-600	1.1.008	Correspondence - General	Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency.		2					See comment to record series item number 1.1.007. See also record series item number 1.1.010.	



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OCA-700	1.1.010	Directives	Any document that officially initiates, rescinds, or amends general office procedures	US	1						
OCA-800	1.1.011	Executive Orders	Any document that initiates, rescinds, or amends a regulation, policy, or procedure that governs the programs, services, or projects of an agency	US	3				A		
OCA-900	1.1.013	Calendars, Appointment and Itinerary Records		CE	1				R	ARCHIVES NOTE: Only the calendars, appointment, and itinerary records of elected officials, executive staff, board or commission members, division directors, and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: A record of this type purchased with personal funds, but used by an OCA employee to document his or her work activities may be a state record and subject to this retention period.	



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OCA-1000	1.1.014	Legal Opinions and Advice		AV					R	CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation. SEE record series item number 1.1.048. ARCHIVES NOTE: Opinions and advice that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation. See page ix for additional guidelines.	
OCA-1100	1.1.019	Public Relations Records	News, press releases, or any public relations files maintained or issued by agency.		2				R		
OCA-1200	1.1.020	Public Information Requests - Not Exempted	Includes all correspondence and documentation relating to requests for records that are furnished to the public under Rule 12.	AC	1			AC=Date Request fulfilled		NOTE: OCA is not subject to the Public Information Act (Open Records Act). It is subject to Rule 12 of the Rules of Judicial Administration.	
*OCA-1300	1.1.021	Public Information Requests - Exempted	Includes all correspondence and documentation relating to requests for records that are wholly or partially exempt under Rule 12.	AC	2			AC = Date of notification that records are exempt.		Note: OCA is not subject to the Public Information Act (Open Records Act). It is subject to Rule 12 of the Rules of Judicial Administration.	



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OCA-1400	1.1.023	Organization Charts	Charts or diagrams that show the structure of an agency and the relationships and relative ranks of its departments and job positions.	US					A	ARCHIVES NOTE: Only charts showing the overall arrangement and administrative structure of the state agency need to be transferred to the Archives and Information Services Division, Tx State Library and Archives Commission. Organization charts showing division/department level detail are not considered archival.	
OCA-1500	1.1.024	Plans and Planning Records	Plans and records relating to the process of planning new or redefined programs, services, or projects of an agency that are not included in or directly related to other records series in this schedule.	AC	3			AC=Decision made to implement or not to implement result of planning process	R	ARCHIVES NOTE: Data processing planning records are not archival.	
OCA-1600	1.1.026	Texas Register Submissions	Copies of all proposed, withdrawn, emergency, and adopted rules; open meetings notices; or any other documents required by law to be submitted to the Texas Register.	AC	1			AC=Date of publication in the Texas Register.			
OCA-1700	1.1.027	Proposed Legislation	Drafts of proposed legislation and related correspondence	AV							
OCA-1800	1.1	Fiscal Notes	Fiscal notes prepared on proposed legislation and related correspondence.	AV							



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OCA-1900	1.1.038	Customer Surveys	Surveys returned by the customers or clients of an agency, and the statistical data maintained rating an agency's performance.	AC	3			AC=Final disposition of summary report.		See records series item 1.1.067 for summary reports compiled from customer surveys.	
OCA-2000	1.1.040	Speeches, Papers and Presentations	Notes or text of speeches, papers, or reports delivered in conjunction with agency work.	AC	2			AC=End of event, until superseded, or obsolete.	R	ARCHIVES NOTE: Only speeches, papers, and presentations given by or on behalf of executive staff, board or commission members, division directors and program heads require archival review.	
OCA-2100	1.1.043	Training Materials	Instructional materials developed by an agency for training entities or individuals it regulates or serves.	US	1						
OCA-2200	1.1.048	Litigation Files	Records created by or on behalf of an agency in anticipation of or in the adjudication of a lawsuit.	AC	3			AC=As applicable, decision of an agency not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit.	R	ARCHIVES NOTE: Cases that set legal precedent or exhibit historical value will be evaluated by the Archives and Information Services Division of the Texas State Library and Archives Commission for archival preservation.	



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OCA-2300	1.1.055	Strategic Plans	Information resources and operational strategic plans prepared in accordance with Sections 2054.095 and 2056.002, Govt. Code	AC	6			AC=September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Strategic Plans must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(C). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period.	
OCA-2400	1.1.056	ADA (Americans with Disabilities Act) Documentation			3					Record Copy: Human Resources	28 CFR 35.105(c)



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OCA-2500	1.1.057	Transitory Information	Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's record keeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series.	AC				AC=purpose of record has been fulfilled.		CAUTION: Records management officers should use caution in assigning this record series item number to records of an agency to make certain they are not part of another record series listed in this schedule or for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction authorization (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	



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OCA-2600	1.1.058	Meeting Agenda and Minutes	Official agenda and minutes of state boards, committees, commissions, and councils.	PM					A	ARCHIVES NOTE: Agency retains permanent record copy. The archival requirement will be met by sending a copy to the Archives and Information Services Division, Texas State Library and Archives Commission. NOTE: The Texas Judicial Council, the Task Force on Indigent Defense and the Judicial Committee on Information Technology as judicial agencies are not subject to the Open Meetings Act. However, all records created by OCA employees for these entities and other judicial boards that would ordinarily fall under Records Series Numbers 1.1.058, 1.1.060, 1.1.061, 1.1.062 will be maintained in accordance with this retention schedule.	
OCA-2601	1.1.059	Meetings, Certified Agendas or Tape Recordings of Closed	Certified agendas or tape recordings of closed meetings of state boards, commissions, committees, and councils.	AC	2			AC = The date of the meeting or completion of pending action involving the meeting, whichever is later.			



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OCA-2700	1.1.060	Meetings - Audio or Videotapes of Open Meetings	Audio or videotapes of open meetings of state boards, commissions, committees, and councils.	AC			90	AC = Approval of the formal minutes by the governing board, council etc.		CAUTION: Minutes of state agencies are permanent records. Audio and videotapes are not permanent media. State agencies may not retain audio or videotapes of the meetings of governing bodies in lieu of written minutes. The proceedings of all meetings of state boards, committees, commissions, and councils must be reduced to writing. See note at agency item # OCA-2600/ Record Series Item No. 1.1.058.	
OCA-2800	1.1.061	Meeting - Notes	Notes taken during open meetings of state boards, commissions, committees, and councils from which written minutes are prepared.	AC			90	AC=Approval of the formal minutes by the governing board, council etc.		See note at agency item # OCA-2600.	
OCA-2900	1.1.062	Meetings - Supporting Documentation	Documents submitted at meetings of state boards, commissions, committees, and councils including exhibit items, documentation for agenda items, etc. Includes documents sent in advance of meetings for briefing purposes, some of which may not be submitted at an actual meeting.	AC	2			AC = Date of meeting.	A	See note at agency item # OCA-2600.	
OCA-3000	1.1.063	Staff Meeting Minutes and Notes	Minutes or notes and supporting documentation taken at internal agency staff meetings.	AC	1			AC = Date of meeting.		Have legal counsel review before furnishing to public.	



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OCA-3100	1.1.064	Agency Performance Measures Documentation	Any records of an agency needed for the documentation of output, outcome, efficiency, and explanatory measures in an agency's appropriations request or strategic plan, and for performance measures used to manage the agency.	FE	3					CAUTION: The FE+3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
OCA-3200	1.1.065	Reports and Studies (Non-Fiscal) - Raw Data	Information or data collected and compiled for the purpose of producing non-fiscal reports.	AV						CAUTION: Does not include source documentation used for information or data included in or directly related to another records series in this schedule. See especially item 1.1.064.	
OCA-3300	1.1.066	Reports Biennial or Agency Narrative	Biennial narrative reports to the governor and legislature as required by an agency's enabling statutes, including annual narrative reports if they are required by statute.	AC	6			AC=Sept. 1 of odd numbered CE		ARCHIVES NOTE: The final version of these agency reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3. The requirement is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Working files and related documentation used in creating the final report may be disposed of at the expiration of the retention period.	



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OCA-3400	1.1.067	Reports and Studies (Non-Fiscal)	Annual, sub-annual, or special reports or studies on non-fiscal aspects of an agency's programs, services, or projects compiled by agency personnel, by advisory committees, or by consultants under contract with an agency that are not noted elsewhere in this schedule. Includes reports distributed either internally or to other entities.	AC	3			AC = Report date.	R	ARCHIVES NOTE: Reports are archival when they deal with significant aspects of the agency's programs. For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. See page ix for more information.	
OCA-3500	1.1.068	Reports - Reports on Performance Measures	Quarterly and annual reports on agency performance measures submitted to the executive and legislative offices.	AC	6			AC = September 1 of odd-numbered calendar years.			
OCA-3600	1.1.069	Reports - Activity	Reports compiled by agency personnel on a daily or other periodic basis pertaining to workload monitoring, task completion times, number of public contacts, and similar activities.		1					CAUTION: See item 1.1.064.	



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OCA-3700	1.1.070	Agency Rules, Policies and Procedures	Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or externally to the public or those individuals or entities regulated by an agency that sets out the rules, policies, and procedures that govern an agency's programs, services, or projects. Includes working files and related documentation used in creating rules, policies, and procedures.	AC	3			AC=Until superseded, or termination of program, rules, policies, or procedures, whichever is applicable.	R	ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	
OCA-3900	1.1.073	Administrative Hearings	Transcripts and final decisions of hearings conducted as part of the regulatory process, and hearings on proposed rules and changes. The records may be maintained with related information including meeting notices, proofs of publication, and meeting minutes.	AC	3			AC = Last action.	R	ARCHIVES NOTE: Only records that lead to substantial or statutory changes to the operations of the agency and its policies and procedures should be retained for archival review. Contact the State Archives when these records have met their retention periods.	
OCA-4000	1.1.075	Alternative Dispute Resolutions - Final Agreement	Final agreement described by Government Code Sec. 2009.054(c), associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state agency participated as a party on the agency's behalf.	AC	4			AC = Date of final agreement.			Texas Civil Practice and Remedies Code, Chapter 154.071



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OCA-4100	1.2.001	Destruction Authorizations	Agency level documents authorizing final disposition of records under a certified records retention schedule.	FE	3					Record Copy: Records Management Officer	
OCA-4200	1.2.003	Forms History and Maintenance	Master versions of all forms used internally and externally by the agency, including subsequent revisions to an agency form or any associated design or design modification requests.	AC	2			AC=Until superseded or use of form is discontinued.			
OCA-4400	1.2.005	Records Retention Schedule (SLR 105)	Agency copy. Includes documentation of certification and approval - forms SLR 105C and/or other forms approved by the State Records Administrator.	US						Original is retained by the State and Local Records Management Division, Texas State Library and Archives Commission.	
OCA-4500	1.2.006	Records Transmittal Forms	Agency copy (includes RMD 101, TX-R-5, 306-58-1, Agency Storage Forms). Forms indicate records transferred to storage or a transfer of legal custody.	AC	2			AC=Date of authorization for destruction, permanent transfer from storage, or transfer to the Archives and Information Services Division, Texas State Library and Archives Commission, by the agency records management officer.			
OCA-4700	1.2.010	Records Disposition Logs	Logs or similar records listing records destroyed or transferred to the Archives and Information Services Division, Texas State Library, showing records series title, dates of records, and date destroyed or transferred.	FE	10					Record Copy: Records Management Officer	
OCA-4900	1.2.012	Records Inventory Worksheets		US							



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OCA-5000	1.2.014	Records Management Plans		US	1					Record Copy: Records Management Officer	
OCA-5100	1.2.015	Disaster Recovery Service Transmittals (RMD 109)	Also includes documentation for disaster recovery services provided by other entities.	FE	1					Record Copy: Records Management Officer	
OCA-5200	1.2.016	Disaster Recovery Service Approval Form (RMD 113)	Agency copy of form.	AC				AC=Until superseded or termination of service.			



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OCA-5300	1.3.001	State Publications	One copy of each state publication as defined in the intro of the Texas State Records Retention Schedule, except a publication that is subject to a different retention period in this schedule. For example, a meeting agenda (1.1.058) also meets the definition, but it must be retained permanently; items 1.1.004, 1.1.055, 1.1.066, 1.1.068, and 4.5.003, which also meet the definition, are closely associated with the appropriations process and must be retained AC+6.	AC	2			AC = Until superseded or obsolete		CAUTION: Many state publications must be submitted to the Texas State Publications Depository Program, Texas State Library and Archives Commission, by law (Government Code 441.101-441.106). The Texas State Library and Archives Commission will retain a copy of all state publications submitted to it on a continuing basis, subject to periodic evaluation to determine if the publication merits further retention. For additional information and requirements concerning state publications made available to the public through the Internet, consult the administrative rules of the Texas State Publications Depository Program of the Texas State Library and Archives Commission (13 TAC §§3.1-3.16).	



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OCA-5400	1.3.002	Publication Development Files	Physical and digital development and design files used to create State Publications, including but not limited to, background material, copy (drafts), original artwork, photo negatives, prints, flats, etc. This includes all work performed both inside and outside the agency.	AV					R	ARCHIVES NOTE: Successive and substantive drafts of major publications may be archival. Major is defined by both the publication's authorship and its impact on Texas and Texans. Original artwork, including photo prints and negatives that have significant value as evidence of agency programs as well as the potential for re-use, may be archival.	
OCA-5600	2.1.002	Master Files and Application Data	Relatively long-lived computer files containing organized and consistent sets of complete and accurate electronic records and associated processing files. Examples include, but are not limited to, data tables of relational databases used by applications or computer programs.	AC				AC = Until electronic records are transferred to and made usable in a new system environment, or there are no electronic records being retained to meet an approved retention period established in this schedule that require the use of the system.		CAUTION: Records management officers must be certain before assigning the retention period of AC to agency master files and application data that the files do not fall under records series listed elsewhere.	
OCA-5700	2.1.007	Software Programs	Automated software application and operating system files including job control language, program listing/source code, etc.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. * See Legal Counsel for security related and proprietary exceptions.	13 TAC 6.94



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OCA-22600	2.1.007	Software Defect/Enhancement Tracking	Records of software defects and/or enhancements to Software Programs supported by OCA. This includes a short description, long description, and status of the defect/enhancement.	AC				AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. * See Legal Counsel for security related and proprietary exceptions.	13 TAC 6.94
OCA-5800	2.1.008	Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	AC				AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that require the hardware to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94.



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OCA-5900	2.1.009	Technical Documentation	Documentation describing how a system operates and how to use the system such as user guides, system specifications, input and output specifications, and system flow charts; program descriptions and documentation such as program flowcharts, change notices, and other records that document modifications to computer programs; and data documentation necessary to access, retrieve, manipulate, and interpret data in an automated system such as a data element dictionary, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	AC				AC=Until electronic records are transferred to and made usable in a new hardware or software environment or there are no electronic records being retained to meet an approved retention period that require the documentation to be retrieved and read.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records.	13 TAC 6.94
OCA-6000	2.1.010	Audit Trail Records	Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC				AC=All audit requirements have been met.			
OCA-6200	2.2.001	System Monitoring Records	Electronic files or automated logs created to monitor computer systems such as internet server log files, syslogs, etc.	AV							



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OCA-6400	2.2.010	Data Processing Policies and Procedures	Manuals, guidelines, or similar documents establishing data processing policies and procedures in an agency in such areas as access and security, systems development, data retention and disposition, data ownership, production control, system back-up, etc.	US	3					Medium=Electronic. CAUTION: Does not include technical documentation of procedures necessary for reading or processing of electronic records. See record series item number 2.1.009.	
OCA-6500	2.2.013	Quality Assurance Records	Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC				AC=No longer needed as an audit trail for any records modified.		Medium=Paper and electronic. * See legal counsel prior to release.	



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OCA-6600	2.2.014	Internet Browser Files	Records of web pages visited during an internet session, including data files of user-specific information created by the webserver, that allows users to access previously visited pages more quickly or to generate a record of usage of a state-owned computer.	AV						Internet cookies are erased by IT staff during computer upgrades and maintenance. They may be erased by employees when they are no longer of any administrative value. Agency equipment is set to automatically erase history files every 20 days. They may be erased by employees when they are no longer of any administrative value	
OCA-6800	2.2.016	Software Registration, Warranties and License Agreement		LA	3						
OCA-6900	3.1.001	Applications for Employment-Not Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	2			AC=Date of the making of the record or the personnel action involved, whichever occurs later.			29 CFR Sec.1602.31
OCA-7000	3.1.002	Applications for Employment-Hired	Applications, resumes, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions is required on the application form, by application procedures, or in the employment advertisement.	AC	5			AC=Termination of employment.		*See legal counsel prior to release.	
OCA-7100	3.1.006	Employee Counseling Records		AC	3			AC=Termination of counseling.			



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OCA-7200	3.1.011	Employee Insurance Records	Agency copies of information relating to the selection by employees of life, disability, health, and other types of insurance offered by the State of Texas to its employees.	AC				AC=Until superseded or termination of employment.		CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for record series item number 3.2.001.	
OCA-7300	3.1.012	Employment Opportunity Announcements	Internal or external announcements or advertisements of job openings, promotions, training programs, or opportunities for overtime.		2						29 CFR Sec. 1602.31
OCA-7400a	3.1.013a	Employment Contracts		AC	7			AC=Expiration or termination of the contract according to its terms.		Applies to all employment contracts regardless of date of execution, renewal or amendment.	
OCA-7500	3.1.014	Employment Selection Records	Includes notes of interviews with candidates; questions asked of applicants; audio and videotapes of job interviews; driving record and previous injury checks; and all other records that document the selection process.	AC	2			AC=Date of the making of the record or the personnel action involved, whichever occurs later.		CAUTION: Does not include criminal history checks. SEE agency item number OCA -8200.	29 CFR Sec. 1602.31
OCA-7600	3.1.018	Grievance Records	Records relating to the review of employee grievances against personnel policies, working conditions, etc.	AC	2			AC=Final decision on the grievance.		CAUTION: Does not include formal complaints filed by an agency employee with the Equal Employment Office (EEO) of the U. S. Department of Labor. SEE record series item number 1.1.048.	
OCA-7700	3.1.019	Performance Appraisals			2						29 CFR Sec. 1620.32(c)



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OCA-7800	3.1.020	Personnel Corrective Action Documents	Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve an employee's job performance.	AC	5			AC=Termination of employment.		CAUTION: If, during the retention period of this records series, any part of this series is used to document and support personnel disciplinary action under record series item number 3.1.021, all documentation from this series used to support disciplinary action must be retained for the minimum retention period described by record series item number 3.1.021.	
OCA-7900	3.1.021	Personnel Disciplinary Action Documentation	Disciplinary actions are those which may affect pay, status, or tenure. May include cause for demotion, suspension, or dismissal, and the reasons for failure to give written notice of resignation. May also be used to document evidence of employee self-improvement efforts, as well as favorable and unfavorable communications.	AC	5			AC=Termination of employment.			
OCA-8000	3.1.022	Personnel Information or Action Forms	Forms or similar records used to create or change information concerning the records of an employee including pay grade, position classification, employee number, evaluation date, and termination of employment.		2						29 CFR Sec. 1602.31



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OCA-8100	3.1.023	Position/Job Descriptions	Job descriptions, including all associated task or skill statements, for positions in an agency.	AC	4			AC=Until superseded or job eliminated.			40 TAC 815.106(i)
OCA-8200	3.1.026	Criminal History Checks		AC				AC=The criminal history record has served the immediate purpose for which it was obtained.		CAUTION: An agency that is authorized to obtain a criminal history record information from DPS must refer to its agency's legislation or see Subchapter F, Chapter 411, Government Code for appropriate retention and use of this information.	
OCA-8300	3.1.027	Training and Education Achievement Records (Individual)		AC	5			AC=Termination of employment.			
OCA-8400	3.1.029	Employment Eligibility, Documentation or Verification of	Federal Reporting Form (INS I-9)	AC	1			AC=Termination of employment.		CAUTION: Federal regulation requires that INS 1-9 forms be retained for 3 years from date of hire or 1 year after separation of the employee, whichever later. Agencies should make certain that the INS I-9 forms for employees who terminate from an agency less than 3 years from date of hire are kept for the 3 year retention period.	8 CFR 274a.2(b)(2)(i)(A) and (c)(2)



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OCA-8600	3.1.034	Resumes - Unsolicited	Retention period applies if an agency replies to the sender of a resume that it will be kept on file should future job openings occur.	AV						SEE item number 3.1.014 for resumes, whether solicited or unsolicited, that are used in any way in the employment selection process.	
OCA-8800	3.1.036	Apprenticeship Records	Summary of applicant qualifications, evaluation basis for selection or rejection, original applications, job assignments, promotions, separations, layoffs, terminations, compensation records, conditions of work, time records, hours of training provided (separate from labor), minority status, and gender of all selected and rejected applicants.		5						29 CFR 30.8(e)
OCA-8900	3.1.037	Employee Recognition Records		AC	5			AC=Termination of employment.			
OCA-9000	3.2.001	Employee Deduction Authorization	Documentation used to start, modify, or stop all voluntary or required deductions from payroll, including garnishment or other court-ordered attachments.	AC	4			AC=After termination of employee or after amendments, expiration, or termination of authorization, whichever is sooner.			
OCA-9100	3.2.002	Employee Earning Records			4					*See legal counsel prior to release.	40 TAC 815.106(i)
OCA-9200	3.2.003	Federal Tax Records	Includes 1099, W2, FICA, and other tax records.	AC	4			AC=Tax due date, date the claim is filed, or date tax is paid whichever is later.			26 CFR 31.6001-1(e)(2).



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OCA-9300	3.2.004	Income Adjustment Authorizations	Used to make increases or decreases to employees' gross pay, FICA, retirement, or in the computation of taxes.		2					*See legal counsel prior to release.	29 CFR 516.6(c)
OCA-9400	3.2.005	W-4 Forms		AC	4			AC=Until superseded, obsolete, or upon separation of employee.			26 CFR 31.6001-1(e)(2)
OCA-9500	3.2.006	Wage Rate Tables			2						29 CFR 516.6(a)(2)
OCA-9600	3.2.007	Unemployment Compensation Records		AC	5			AC=Resolution of the claim.			
OCA-9700	3.2.008	Direct Deposit Application/Authorizations		US							
OCA-9800	3.2.009	State Deferred Compensation Records		AC	5			AC=All accounts with a vendor or vendors for the individual participant have been closed.			
OCA-10000	3.3.004	Benefit Plans	Employee benefit plans such as pension; life, health, and disability insurance; deferred compensation; etc., including amendments.	US	1						29 CFR 1627.3(b)(2)
OCA-10100	3.3.010	Labor Statistics Reports	Reports providing statistical information on labor force.		3						
OCA-10200	3.3.011	Former Employee Verification Records	Minimum information needed to verify employment, includes, name, social security number, exact dates of employment, and last known address.	AC	75			AC=Termination of employment.			



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OCA-10300	3.3.015	Positions/Job Classification Review File	Records relating to review and monitoring of job classifications within an agency.	US	3						
OCA-10400	3.3.020	Work Schedules/Assignments			1						
OCA-10500	3.3.022	Texas Workforce Commission (TWC) Reports	Reports to the agency from TWC or its predecessor pertaining to employees.		3						
OCA-10600	3.3.023	Reimbursable Activities, Requests, and Authorizations to Engage in	Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other work-related activities for which the expenses of the employee are defrayed or reimbursed.	FE	3						
OCA-10700	3.3.024	Personnel Policies and Procedures	Any internally distributed manuals, guidelines, or similar records that define agency wide policies and procedures concerning the personnel of an agency	US	3						
OCA-10800	3.3.026	Agency Staffing Reports	Any reports compiled by an agency on aspects of personnel staffing, including listings of all staff by program or name; staff hired during a month; detailed listing of employees within its organizational structure, position vacancies, analyses of turnover rates and seasonality of employment, etc.	US	3						



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OCA-10900	3.3.030	Training Administration Records	Instructional materials and other records associated with in-house training of agency personnel on personnel policies and procedures and other policies and procedures that govern an agency's programs, services, or projects.	US	2						
OCA-11000	3.3.031	EEO Reports and Supporting Documentation	Includes documentation used to complete EEO reports.		3						29 CFR 1602.32, 1602.39, 1602.41, 1602.48 and 1602.50
OCA-11100	3.4.002	Leave Status Reports	Cumulative report is issued each pay cycle and provides employee leave status information for each position.	FE	3						
OCA-11300	3.4.004	Overtime Authorizations			2						
OCA-11500	3.4.006	Time and Attendance Records	Records documenting individual employee's hours worked, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.		4						40 TAC 815.106(i)
OCA-11600	3.4.007	Time Off and/or Sick Leave Requests		FE	3						Government Code, Sec. 661.152(d); 29 CFR 825.500(b)
OCA-11700	3.4.008	Sick Leave Pool Documentation		FE	3						
OCA-11800	4.1.001	Accounts Payable Information		FE	3						



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OCA-23500	4.1.006	Investment Transaction Files		FE	5						
OCA-23600	4.1.009	Accounts Receivable Information	Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, credit card receipts, receipts books, cash transfers, daily cash reports, reconciliations, general journal vouchers, special vouchers, and similar records that serve to document money owed to or received by a state agency and its collection or receipt.	FE	3						
OCA-13400	4.5.002	Fiscal Management Reports	Includes agency monthly budget reports, internal and external periodic fiscal management reports and associated worksheets, including federal financial reports, salary reports, HUB reports, investment performance reports, etc.	FE	5					CAUTION: This series does not include fiscal reports created to fulfill grant requirements. See record series item number 4.7.008	



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OCA-13500	4.5.003	Annual Financial Reports	Required by General Appropriations Act (100 Day Report).	AC	6			AC=September 1 of odd-numbered calendar years.		ARCHIVES NOTE: The final version of Annual Financial Reports must be submitted to the Texas State Publications Depository Program per 13 TAC 3.3(a)(2)(a). Working files and related documentation used in creating the final plan are not subject to archival review and may be disposed of at the expiration of the retention period. CAUTION: If an agency does not produce a biennial or annual narrative report as described in item number 1.1.066, then these annual financial reports must be marked with Archival Code A. The archival requirement, when a biennial or annual narrative report is not produced, is met by sending the required copies of the reports to the Texas State Publications Depository Program, Texas State Library and Archives Commission.	
OCA-13900	4.5.007	USAS Reports - Daily/monthly/quarterly reports.	Periodic reports compiled from information entered into the Uniform Statewide Accounting System.	AC				AC=Receipt and reconciliation of annual report.			



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OCA-14100	4.5.009	USAS Reports - Annual		FE	3						
OCA-14500	4.7	Bank Statements		FE	3						
OCA-14600	4.7.003	Returned Checks/Warrants/Drafts (Uncollectable)		AC	3			AC = After deemed uncollectable			
OCA-14700	4.7.004	Capital Asset Records		LA	3						
OCA-15000	4.7	Grant Records	This series documents state, federal, and other sponsored grant projects participated in or administered by state agencies. It includes grant authorization records, which provide evidence of the award of grants to or by agencies; grant/project financial or performance reports, which are periodic reports of financial activity and/or program performance related to grants received or made by agencies.	AC	3			AC=Satisfaction of all Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (the Common rule).		CAUTION: Retention requirements may vary depending on the specific funding agency. Records in this series may be subject to Government Code 441.1855. Agencies must ensure that records are retained for the appropriate retention period.	
OCA-15200	4.7.012	Signature Authorizations		AC	4			AC=Until superseded, date of expiration, or termination of employee, whichever is sooner.			
OCA-23700	4.8.001	Banking Records		FE	3						
OCA-13800	4.9.001	Annual Operating Budgets	Required by the General Appropriations Act.	FE	3						



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OCA-15300a	5.1.001a	Contracts and Leases - 9/1/2015 and After	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specification, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. a) Executed, renewed, or amended on or after September 1, 2015.	AC	7			AC=Expiration or termination of the instrument according to its terms.			



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OCA-15300b	5.1.001b	Contracts and Leases - 8/31/2015 and Prior	Contracts, leases, and agreements include general obligation, land lease, utilities, and construction except for buildings. Documents include specification, affidavits of publication of calls for bids, performance bonds, contracts, purchase orders, inspection reports, and correspondence. May also include other applicable documentation in the master contract file per Texas Comptroller of Public Accounts Contract Management Guide. b) Executed, renewed, or amended on or before August 31, 2015.	AC	4			AC=Expiration or termination of the instrument according to its terms.			
OCA-15400	5.1.004	Mail and Telecommunication Listings	Any mailing address, telephone or fax number, or e-mail address records maintained by an agency on its employees or on entities or persons it serves.	US							
OCA-15500	5.1.005	Postage Records	Records and reports of postage expenses, including postal meter usage.	FE	3						
OCA-15600	5.1.012	Charge Schedules/Price Lists	Schedules of prices charged by an agency for services to the public or other agencies, including any documentation used to determine the charges.	US	3						



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OCA-15700	5.1	Insurance Policies	For vehicles, equipment, etc.	AC	7			AC=Expiration or termination of the policy according to its terms.			
OCA-15800	5.1.015	Correspondence Tracking Records	Any record created by an agency to track any type of incoming and outgoing correspondence or packages by the U.S. Postal Service or by private couriers.		1						
OCA-16000	5.1.017	Contract Log	List of agency contracts, leases, and agreements including general obligation, lands lease, utilities, and construction contracts.	FE	3						
OCA-16100a	5.2.003a	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints.	LA					R	ARCHIVES NOTE: Archival review designation is for state-owned buildings only.	
OCA-16100b	5.2.003b	Building Plans and Specifications	Includes architectural and engineering drawings, profiles, and blueprints.	AC	2			AC = Termination or cancellation of lease.		For leased buildings only.	
OCA-23400	5.2.006	Inventory and Property Control Records	Records documenting the inventorying, maintenance, usage, and disposal of supplies, equipment, and property of a state agency. Includes lost, stolen, and damage reports.	FE	3					See record series item number 5.2.008 for maintenance logs of individual pieces of equipment.	
OCA-16300	5.2.008	Equipment History File	Agreements or contracts between the agency and equipment vendor to provide maintenance service for equipment. Includes requests for installation, moves, service, etc. and service/repair logbooks, etc.	LA	3					For service agreements or contracts related to equipment repairs and service, retain in accordance with item number 5.1.001.	



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OCA-16500	5.2.010	Equipment Manuals		LA							
OCA-16600	5.2.011	Equipment Warranties		AC	1			AC=warranty expiration.			
OCA-17000	5.2.027	Space Utilization Reports		AV							
OCA-17100a	5.3.007a	Bid Documentation - 9/1/2015 and After	Includes bid requisition/authorizations, invitations to bid or propose, bid specification, accepted and rejected bids, and bid tabulation/evaluations. a) Associated with a contract executed, renewed, or amended on or after September 1, 2015.	AC	7			AC = Expiration or termination of the instrument according to its terms or decision not to proceed with the bid.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or RFP and its supporting documentation must be retained for the same period as the contract. See item 5.1.001.	
OCA-17100b	5.3.007b	Bid Documentation - 8/31/2015 and Prior	Includes bid requisition/authorizations, invitations to bid or propose, bid specification, accepted and rejected bids, and bid tabulation/evaluations. b) Associated with a contract executed, renewed, or amended on or before August 31, 2015.	FE	3					CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or RFP and its supporting documentation must be retained for the same period as the contract. See item 5.1.001.	



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OCA-17100c	5.3.007c	Bid Documentation-Invalid bids	Includes bid requisition/authorizations, invitations to bid or propose, bid specification, accepted and rejected bids, and bid tabulation/evaluations. c) Unsuccessful bids that do not meet agency submission requirements and are not included in bid evaluation process (e.g. withdrawn, missed submission deadline, incomplete submission, etc.)	AC	2			AC = Date of notification of denial or date of withdrawal, as applicable.		CAUTION: If a formal written contract is the result of a successful bid or request for proposal, the successful bid or RFP and its supporting documentation must be retained for the same period as the contract. See item 5.1.001.	
OCA-17200	5.3.009	Requests for Information	Requests for information preliminary to the procurement of goods or services by direct purchase or bid.	AC				AC = Decision not to proceed with the procurement.		Note: See record series item numbers 1.1.020 and 1.1.021 for Rule 12 requests (requests for records from the public). CAUTION: If the request for information leads to request for proposal or bid, the request for information documentation should be retained in accordance with item number 5.3.007.	
OCA-17300	5.4.001	Accident Reports and Associated Documentation		CE	5					The Texas Department of Insurance retains copies of the reports submitted to it for 50 years.	29 CFR Sec.1904.33
OCA-17400	5.4.002	Evacuation Plans		US							



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OCA-17500	5.4.003	Inspection Records	Fire, safety, and other inspection records of agency facilities and equipment.	AC	3			AC=Inspection or date of the correction of the deficiency, if the inspection report reveals a deficiency.		CAUTION: Does not include inspection reports of building construction.	
OCA-23800	5.4.011	Visitor Control Registers			3						
OCA-17600	5.4.012	Security Access Records	Records relating to the issuance of keys, identification cards, building passes, passwords, signed statements or similar instruments of access to agency facilities, equipment or automated systems.	AC	2			AC=Until superseded, date of expiration, or date of termination, whichever is sooner.			
OCA-17700	5.4.013	Disaster Preparedness and Recovery Plans		US							
OCA-17900	5.5.002	Long Distance Telephone Logs		AV							
OCA-18100	5.6.004	License and Driving Record Checks		AC				AC = Until superseded or until termination of employment.			
OCA-18200	5.6.009	Parking Permits or Assignments		US							
OCA-19000		TIDC Biennial Countywide Indigent Defense Plan	Rules and forms that describe each county's indigent defense procedures.	PM						See Tex. Gov't Code Section 79.036(a), (b), (c), and (d). Report submitted biennially on November 1 of odd-numbered years.	



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OCA-19100		TIDC Expenditure Reports	Indigent Defense Expenditure Report and Attorney Caseload Report.	PM						See Tex. Gov't Code Section 79.036(a-1), (e), and (f). Report submitted biennially on November 1 of odd-numbered years. Note: All reports must be submitted electronically at https://tidc.tamu.edu	
OCA-19300		TIDC Complaint Records	Written complaints received in the form of letters and email from the public concerning court appointed attorney, county, or judge.	AC	2			AC = Final disposition of the complaint.		Note: Records of complaints are entered at https://tidc.tamu.edu . CAUTION: If a complaint becomes the subject of litigation it must be included in and is subject to the minimum retention period of Agency Item Number OCA - 2200/Record Series Item No. 1.1.048. For retention of records regarding complaints about TIDC staff or services see Agency Item Number OCA - 400/Record Series Item No. 1.1.006.	
OCA-19400		TIDC Monitoring Reports	Policy & Fiscal monitoring reports of counties, including desk reviews.	AC	7			AC = Publication or release of final monitoring findings.		See Section 79.037, Texas Government Code.	
OCA-20000		Applicant File Folders – individual and court reporting firms		AC	30			AC = Until applicant successfully passes test or 5 years.		Security back-up on diskette at Records Center. 106 No.: 96-204-004; Series no longer in use. See now: OCA-21500 and 21600	



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OCA-22200		List of Certified and Licensed Individuals		US							
OCA-22300		List of Registered Firms		US							
OCA-24000		List of Approved Courses of Continuing Education		CE	5						
*OCA-24100	1.1	Rule 12 Decisions	Final orders and decisions issued by RPs in Rule 12 appeals.	PM						Rule 12 governs access to records of the judiciary. Appeals of requests for access to judicial records are filed with OCA and the official records, including any orders and decisions are maintained by OCA.	Rules of Judicial Administration Rule 12.9(a).
*OCA-24200	1.1	Rule 12 Decisions - Work Files	Records that are an integral part of the preparation of Rule 12 decisions and orders that are required for more than a limited period of time for the completion of a task related to the preparation of a Rule 12 decision or order, other than orders and decisions issued by RPs.	AC	5			AC = Date final order/decision is issued.		Rule 12 governs access to records of the judiciary. Appeals of requests for access to judicial records are filed with OCA and the official records are maintained by OCA.	Rules of Judicial Administration Rule 12.9(a),(m).
OCA-22500		List of Approved Orientation Courses for Court Interpreters and for Process Servers		CE	3						
OCA-20800		Supreme Court Verification of Certified Court Reporters		AC	25			AC=After date of verification.	A		



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OCA-23100		Guardian Log of No Application		US							
OCA-23300		Criminal History Predetermination Letters		AC	5			AC = when determination is made.			
OCA-21000	1.1.074	Sunset Review and Report Documentation		AC	3			AC = After the subsequent Sunset Review.	R	ARCHIVES NOTE: Related documentation includes the agency self-evaluation report, agency response to the commission's draft report, and documentation of the agency's implementation of the commission's final recommendations.	
OCA-212000		Administered Examination Results		AC	3			AC= date test is administered			
OCA-20300		Written and Oral Examination Master Copies and Related Materials, Including All Questions		US	10					20300: Includes both written and oral exam materials.	
OCA-21500		Application Files - Not Licensed or Certified		AC	2			AC = date denied.			
OCA-21600		Application Files - Certified, Licensed, or Registered		AC	2			AC = revoked, expired, denied, surrendered, or deceased.			
OCA-21700		JBCC Complaint Log		US							
OCA-21800		JBCC Complaint Files - Dismissed		AC	5			AC = date dismissed.			



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OCA-21900		JBCC Complaint Files - Administratively Dismissed		AC	10			AC = date dismissed.			
OCA-22000		JBCC Complaint Files - Disciplinary Action Taken		FE	10						
OCA-22100		JBCC Disciplinary Action Logs and Final Original Order		PM							
Records Related to Assignments and Visiting Judges											
*RPJ - VJ - 001	1.1	Miscellaneous Assignment Papers	Records related to assignments that are not covered under other Record Series Items in RRS.	FE	3						Tex. Gov't Code Sec. 74.052, et sequel.
*RPJ - VJ - 002	1.1	Requests for Assignment	Forms/letters and other documents submitted to Administrative Judicial Region (AJR) requesting assignment of a visiting judge.	FE	3						Tex. Gov't Code Sec. 74.052, et sequel.



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*RPJ - VJ - 003	1.1	Assignment Orders	Orders assigning judges pursuant to statute or rule and transfer and referral orders (e.g., Chapter. 74, Tex. Gov't Code; Chapter. 201, Tex. Family Code; Tex. Rules of Disciplinary Procedure).	FE	3						Tex. Gov't Code Secs. 21.002, 29.055, 29.057, 74.056, 74.059(c); Tex. Family Code Secs. 201.113, 201.208; Tex. Election Code Sec. 231.004; Tex. Rules of Civil Procedure Rule 18a; Tex. Disciplinary Rules of Professional Conduct and Texas Rules of Disciplinary Procedure, Part III
*RPJ - VJ - 004	1.1	Oaths of Office - Judges on Tex. Gov't Code Sec. 74.055 List	Oaths of office of judges who have agreed to serve on assignment in an AJR.	AC	3			AC = Date judge is removed from list of judges eligible to serve on assignment.		Oaths of office of judges on Tex. Gov't Code Sec. 74.055 list are filed with the AJR.	Tex. Gov't Code Sec. 74.055, Tex. Const. Art. XVI, Sec. 2
*RPJ - VJ - 005	1.1	Oaths of Office - Visiting Associate Judges	Oaths of judges who wish to serve as visiting associate judges for child support and child protection associate judges.	AC	3			AC = Date judge is removed from list of judges available to serve as visiting associate judges.			Tex. Family Code Secs. 201.113 and 201.208.
*RPJ - VJ - 006	1.1	List of Judges Eligible to Serve on Assignment	List of Judges Eligible to Serve on Assignment required to be maintained by the regional presiding judge (RPJ) under Tex. Gov't Code Sec. 74.055	US							Tex. Gov't Code Sec. 74.055



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3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations
					Years	Months	Days				
*RPJ - VJ - 007	1.1	Applications for Placement on List of Judges Eligible to Serve on Assignment	Applications to be placed on the Tex. Gov't Code Sec. 74.055 list and applications to continue serving on assignment.	AC	5			AC= Date judge is removed from list of judges eligible to serve on assignment.			Tex. Gov't Code Sec. 74.055
*RPJ - VJ - 008	1.1	Certification of Willingness Not to Appear and Plead	Certifications filed with RPJ by judges who wish to serve on assignment.	AC	5			AC= Date judge is removed from list of judges eligible to serve on assignment.			Tex. Gov't Code Sec. 74.0551
*RPJ - VJ - 009	3.4	Compensation Claim Forms	Assigned and associate judge compensation claim forms submitted to RPJ for approval documenting dates of assignment for purposes of determining compensation and forwarded to Texas State Comptroller of Public Accounts Judicial Section, counties, and OCA for payment.	FE	2						Tex. Gov't Code Sec. 74.061; Tex. Family Code Secs. 201.113(c); 201.208(d)
Records Related to Other AJR Duties											
*RPJ - G - 001	1.1	County Assessment Calculations/Certificates	All records related to assessment of county contributions for support of AJR.	FE	3						Tex. Gov't Code Secs. 74.043(b) and (c).
*RPJ - G - 002	1.1	List of Persons on Local Selection Committee for Attorneys Eligible for Appointment to Death Penalty Cases	List of members appointed by RPJ to adopt standards for the qualification of attorneys to be appointed to represent indigent defendants in capital cases in which the death penalty is sought and to approve attorney to be added to the list.	US	5						Code of Crim. Proc. Art. 26.052(c)



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					Years	Months	Days				
*RPJ - G - 003	1.1	List of Attorneys Eligible for Appointment to Death Penalty Cases	List of attorneys approved by the Local Selection Committee for appointment to represent indigent defendants in capital cases in which the death penalty is sought.	US	5						Code of Crim. Proc. Art. 26.052(c), (m)
*RPJ - G - 004	1.1	Standards Established by Local Selection Committee	Standards developed by local selection committee pursuant to Code of Crim. Proc. Art. 26.052(d).	US	2						Code of Crim. Proc. Art. 26.052(d)
*RPJ - G - 005	3.1	Records Regarding Attorneys Seeking Placement on List of Attorneys Eligible for Appointment to Death Penalty Case - Attorneys Placed on List	Applications, letters and other information regarding attorneys seeking to be placed on list of attorneys eligible for appointment to death penalty cases.	AC	5			AC = Date attorney is removed from list.			Code of Crim. Proc. Art. 26.052(c), (m)
*RPJ - G - 006	3.1	Records Regarding Attorneys Seeking Placement on List of Attorney Eligible for Appointment to Death Penalty Case - Attorneys Not Approved for Placement on List	Applications, letters and other information regarding attorneys seeking to be placed on list of attorneys eligible for appointment to death penalty cases.	AC	2			AC = Date of decision denying attorney's request to be placed on list.			Code of Crim. Proc. Art. 26.052(c), (m)



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					Years	Months	Days				
*RPJ - G - 007	3.1	Records Regarding Attorneys Seeking Placement on Statewide List of Competent Counsel Available for Appointment under Code of Crim. Proc. Art. 11.071, Sec. 2(f)	Information created and maintained by RPJ regarding attorneys seeking to be placed on list of attorneys qualified to represent indigent defendants in writs of habeas corpus in death penalty cases.	AC	2			AC =Date of decision denying attorney's request to be placed on list or date attorney is removed from list, whichever is applicable.		This record series is for records created by RPJ that are not maintained by OCA. For records created and maintained by OCA see Agency Item Nos. RPJ-G-009 and RPJ-G-010.	Code of Crim. Proc. Art. 11.071, Sec. 2(f); Tex. Gov't Code Sec. 78.056
*RPJ - G - 008	3.1	Records Regarding Attorneys Seeking Placement on Statewide List of Competent Counsel Available for Appointment under Code of Crim. Proc. Art. 11.071, Sec. 2(f) - Attorney Placed on List	Applications, letters and other information prepared or maintained by OCA regarding attorneys seeking to be placed on list of attorneys qualified to represent indigent defendants in writs of habeas corpus in death penalty cases.	AC	5			AC = Date attorney is removed from list.		This record series applies to records maintained/created by OCA. For related records created and maintained by RPJ see Agency Item No. RPJ-G-007.	Code of Crim. Proc. Art. 11.071, Sec. 2(f); Tex. Gov't Code Sec. 78.056
*RPJ - G - 009	3.1	Records Regarding Attorneys Seeking Placement on Statewide List of Competent Counsel Available for Appointment under Code of Crim. Proc. Art. 11.071, Sec. 2(f) - Attorney Not Approved for Placement on List	Applications, letters, and other information prepared or maintained by OCA regarding attorneys seeking to be placed on list of attorneys qualified to represent indigent defendants in writs of habeas corpus in death penalty cases.	AC	2			AC = Date of decision regarding attorney's request to be placed on list.		This record series applies to records maintained/created by OCA. For related records created and maintained by RPJ see Agency Item No. RPJ-G-007.	Code of Crim. Proc. Art. 11.071, Sec. 2(f); Tex. Gov't Code Sec. 78.056



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					Years	Months	Days				
*RPJ - G - 010	1.1	Statewide List of Competent Counsel Available for Appointment under Code of Crim. Proc. Art. 11.071, Sec. 2(f)	List maintained for RPJs by OCA pursuant to Tex. Gov't Code Sec. 78.056(b)	US	5						Tex. Gov't Code Sec. 78.056
*RPJ - G - 011	1.1	Appeal of Attorney's Fees - Orders	Orders and other records related to appeals of attorney's fees under Code of Crim. Proc. Art. 26.05(c)	FE	3					Original orders are filed with the clerk of the court in which the underlying case is pending.	Code of Crim. Proc. Art. 26.05(c)
*RPJ - G - 012	1.1	Local Rules - Trial Courts	Rules and records related to local rules submitted to AJR.	US	3					Rules adopted by courts are maintained by courts. Copies maintained in AJR office are convenience copies.	Tex. Gov't Code Sec. 74.093; Tex. Rules of Civil Procedure Rule 3a; Rules of Judicial Administration Rule 10



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					Years	Months	Days				
*RPJ - G - 013	1.1.070	COVID-19 Plans and Related Records	Plans developed in response to Supreme Court of Texas Emergency Orders requiring courts to adopt operating plans consistent with OCA's <i>Guidance for All Court Proceedings During COVID-19 Pandemic</i> and correspondence and notes related to the operating plans.	AC	3			AC = Until superseded or plans are no longer required.	R	Plans adopted/developed by local jurisdictions pursuant to Supreme Court of Texas Emergency Order (see Legal Citations for applicable orders) provided to RPJ. ARCHIVES NOTE: Working files and related documentation used in creating the final rules, policies, and procedures, are not subject to archival requirement and may be disposed of at the expiration of the retention period.	Supreme Court of Texas Emergency Orders (EO) Regarding the COVID-19 State of Disaster: 17th EO - Misc. Docket No. 20-9071 (Para. 4); 18th EO - Misc. Docket No. 20-9080 (Para. 4), 22nd EO - Misc. Docket No. 20-9095 (Para. 4), 26th EO - Misc. Docket No. 20-9112 (Para. 3), 29th EO - Misc. Docket No. 20-9135 (Para. 4), 33rd EO - Misc. Docket No. 21-9004 (Para. 4)
*RPJ - G - 014	1.1	Rule 12 Requests	Records related to Rule 12 requests received by RPJs.	AC	2			AC = Date request is fulfilled or withdrawn.		Rule 12 governs access to records of the judiciary. Series includes records that fall under State RRS Series Item Nos. 1.1.020 and 1.1.021.	Rules of Judicial Administration Rule 12
*RPJ - G - 015	1.1.063	Council of Judges Meetings -	All records related to Council of Judges meetings including agendas, minutes, notes and any supporting documentation or materials.		1						Tex. Gov't Code Sec. 74.048; Rules of Judicial Administration Rule 4